

MINUTES OF PLANNING COMMITTEE MEETING
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL
May 6, 2022

In compliance with the Open Meetings Act this meeting was conducted remotely. In attendance via Zoom conference call for all or part of the meeting were Ms. Berman, Mrs. Hoereth, Mr. Legardy, Dr. Mansfield, Dr. Wakeley, Dr. Hester, and Mrs. Bryant. Mrs. Ross-Cook and Mr. Richardson were also in attendance.

Mrs. Marilyn Thomas, HF Chronicle, was in attendance along with members of the public during the Zoom video conference.

The meeting was called to order at 7:31a.m.

Approval of Minutes. The February 17, 2022, minutes stand approved as presented.

Comments

The public had an opportunity to submit comments via email. No comments were received from the public.

Policy Conversion Update

Mr. Legardy provided an update on the policy conversion process. He noted that draft policies were received from IASB. The draft policies are aligned with legal references. All appropriate sections were reviewed by administrators and cross-referenced with current H-F policies. Each administrator met with Dr. Mansfield and Dr. Wakeley to review their notes on every policy within their section and all policies were reviewed when they met. Dr. Mansfield, Dr. Wakeley, Mrs. Gnaster, IASB Representative Ken Carter, Mr. Legardy and appropriate administrators reviewed all changes and cross-referenced policies with attorney Jim Bartley to ensure everything was appropriately covered in IASB's PRESS policies. Mr. Bartley independently reviewed PRESS policies and cross-referenced current H-F policies to ensure that H-F's unique policies were incorporated in the PRESS draft policies. Mr. Carter then provided a "pending adoption" copy of the manual that included certain policies the district provided based on the administration's and Mr. Bartley's review. The board will receive a hard copy of the "pending adoption" manual later today. At the Committee-of-the-Whole meeting on May 10, 2022, the review process that was used will be presented to the full board for their information. Mr. Legardy added that board members have an opportunity to review the "pending adoption" manual and offer any comments prior to seeking board approval with a projected date of the June 21, 2022 board meeting. Mr. Legardy noted that this has been a three year project in the works and has morphed into a stage where partnering has been allowed with IASB to make a conversion to the PRESS system. He added that Mr. Bartley commented that moving to the PRESS system was a very positive step for the district to take. Ms. Berman expressed that the board sets policy and that she will need to see all changes in order to make an informed decision and adopt the proposed "pending adoption" policies. Mr. Legardy stated that a spreadsheet will be provided to Ms. Berman by June 6. It is his hope that the "pending adoption" policies will be in place by July 1. He noted that the board's policies have essentially been expanded and are in accordance with state law.

Equity Update

Mrs. Catherine Ross-Cook provided an equity update presentation that included the equity plan that is in process and the work that has been done to date. The Great Lakes Equity Center, which is an educational research and service center located in Indiana University's School of

Education, has helped the committee build the foundation of the equity process. She noted that educational equity is the heart of H-F's mission statement. Each of the four goals that are key to equity at H-F were reviewed and discussed. Those goals are: Goal 1 - Inclusive Environment; Goal 2 - Equity Centered Systems; Goal 3 - Effective and Engaged Staff; and Goal 4 - Liberatory Instructional Core. She noted the equity work is directly aligned in all areas of the district's 2019-2024 Strategic Plan. The timeline engaging the Equity Committee that began in August, 2021, was also reviewed. The Equity Committee, department chairs, school leadership will be participating in training, professional development and a book study. All staff were engaged in the equity training process during the March 25th Institute Day. Mrs. Ross-Coke broke down the Core Beliefs of Educational Equity to all staff during the Institute Day. In addition, an Equity Context Analysis Process (ECAP) questionnaire went out to staff that day as well. Students will have an opportunity to complete the survey on May 2 and May 6 and parents and guardians from May 6 to June 3, in an effort to engage as many voices as possible. In May-July a Data Analysis Team will meet to revise goals after analyzing the data and will be creating strategies, action steps and collaborating within a diverse group that will identify concerns and offer strategies that are most beneficial to the district. Phase 2 and Phase 3 are tentatively being planned for the upcoming school year. Phase 2 will include stakeholder interviews and building walkthroughs. Phase 3 will include stakeholder interviews and classroom observations. Ms. Berman commended Mrs. Ross-Cook for her work as the Diversity, Equity and Inclusion (DEI) Coordinator and looks forward to everyone at H-F feeling like they belong at HF. Mrs. Hoereth stated that in the spirit of inclusivity, she suggested that the entire board to hear Ms. Ross-Cook's presentation. She added that she appreciates the energy in this initiative and feels it should be shared at large. Dr. Wakeley added that equity is in everything that they do and the equity piece is not a goal of the district's Strategic Plan; it is infused throughout the district's Strategic Plan.

Curriculum Update

Dr. Hester provided a curriculum development update. She provided the current H-F definition of curriculum: *Curriculum is the organized intentions, plans and programs for what students are expected to learn*; and the future H-F definition of curriculum: *Curriculum is the planned standards-based outcomes that students are expected to achieve*. Dr. Hester acknowledged the department chairs for the curriculum development work that they have been leading that includes their own professional goals. She explained the H-F curriculum design process, Understanding by Design (UbD), which is a backward design process that starts with the end in mind or the desired learning results - Standards; developing standards-based summative and formative assessments that measure the learning outcomes; identify instructional resources; and develop learning activities. She also reviewed the H-F Curriculum Components including the School-wide Transfer Goals (Profile of a graduate), Department Transfer Goals (Disciplinary Vision) that will show what the learner learns and the teacher's role in making it happen. The next part of the structure is a Course Roadmap (syllabi) which maps out the whole year, the whole course, before they move into writing specific instructional units. The UbD process really focuses on developing instructional units. They have worked on mapping the whole year and then moving onto the instructional units. Dr. Hester reviewed the school-wide transfer goals written several years ago and moving them into the profile of a graduate and outlined the Curriculum Development Progress Timeline that includes Courses Completed, Courses in Progress and Not Completed. Dr. Hester expressed that there is curriculum for every course. Mr. Legardy commended the curriculum development work that Dr. Hester has done. Ms. Berman remarked that her presentation was very helpful and echoed Mr. Legardy's comments. Ms. Berman added that she also appreciates the updates Dr. Hester has been giving to the committee. Mrs. Hoereth commented that she also echoes the comments of Mr. Legardy and Ms. Berman and added it is great work. She added that she is excited to see how this moves

forward and how the equity piece overlays this and fits into the district's Strategic Plan. Mrs. Hoereth expressed that she would like for the community to also see the great work that has been done. She added that it is all part of something bigger that is being done and she wants to ensure it is not being lost on the community and parents at large.

Summer Work Hours

Mr. Legardy noted that summer work hours is an annual request from the Guidance Department and the Special Education Department. The hours are allocated every year in preparation for the start of the new school year. Mr. Legardy noted the committee had an opportunity to review the summer work hours in advance. He asked the committee if they had specific questions regarding this annual request and there were no specific questions raised. This item will be on the May 17, 2022, board agenda for approval.

Summer Curriculum Projects

Dr. Hester gave a brief overview on summer curriculum projects. She reported that all of departments' summer curriculum work aligns with what she presented in the curriculum update earlier in the meeting. Dr. Hester pointed out the state of Illinois has a new requirement that media literacy be incorporated into curriculum and an interdisciplinary team that will be working on integrating that into the curriculum. Career Technical Education (CTE) work is covered by grants and the remaining cost of \$46,112.50 is pretty standard to what was requested last year. Dr. Wakeley added that all of the information from the summer curriculum work will be linked into a strategic plan area – a goal area. This item will be on the May 17, 2022 board agenda for approval.

NHS Criteria Update

Mr. Legardy commented that he asked Mrs. Gnaster to share a presentation prepared by Ms. Gail Smith regarding some of the changes that were made regarding NHS with Ms. Berman and Ms. Hoereth who had an opportunity to view. He added this topic will be brought back to the committee and added that there were changes this year and the presentation was an explanation of what the changes were with supporting data. Ms. Berman expressed that she appreciated seeing the data that was benchmarked within our conference and suggested also benchmarking with aspirational schools as well. Mr. Legardy stated that information is available and will be included when this topic is brought back to the committee for further review and discussion.

Adjournment. The meeting adjourned at 9:01 a.m.